

ASSISTANT DIRECTOR OF INNOVATIVE TECHNOLOGIES AND STEM OUTREACH

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified Grant Funded, position domiciled at the Lacombe Main Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before January 25, 2020. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (no copies, will accept e-scripts) to:

**Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu**

Job Summary:

The Assistant Director of Innovative Technologies and STEM Outreach is responsible for helping to achieve the management, recruiting and curriculum goals of various projects in academic and outreach programs within the Strategic Initiatives Division. The successful candidate will work directly under the Director of Innovative Technologies and STEM Outreach and will also serve as the Project Manager of the DXC Higher Education Grant.

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor's degree in one of the related disciplines from a regionally accredited institution
- Experience in education, preferably higher education
- Ability to work effectively with a diverse employee and student population
- Ability to work a flexible schedule and travel to off-site meetings, events and conferences
- Demonstrated ability to present and facilitate professional development
- Ability to instruct and train in online course programs such as Canvas
- Driven to achieve goals

Preferred qualifications:

- Bachelor's degree in Computer Science, Information Technology or a STEM related discipline from a regionally accredited institution
- Two or more years of experience in higher education
- Experience in college setting and/or working with business and industry partners
- Familiarity with PM software, collaboration and time management tools
- Advanced time management and analytical skills
- Excellent client-facing communication skills

- Demonstrated understanding of NTCC's mission and goals
- Attention to detail
- Ability to embrace change in a dynamic higher education setting

RESPONSIBILITIES:

1. Serve as the Project Manager for the DXC Higher Education Grant and other projects including both recruiting and curriculum development.
 - a. Meet with DXC to take detailed ordering briefs and clarify specific requirements of each project.
 - b. Responsible for utilizing grant funds to meet the needs of the DXC Higher Education Grant. This might include hosting special events, such as hack-a-thons, as a way to identify non-computer science students as potential candidates.
 - c. Work with the DXC Recruiter and Student Success Specialist to get students involvement in project-based work, internships, testing systems, pilot programs and other activities.
 - d. Work with other institutions participating in the DXC Higher Education Grant on projects.
 - e. Track project performance, specifically to analyze the successful completion of short- and long-term goals.
2. Assists Director with NTCC's STEM Outreach programs including leading the Mobile STEM Laboratory.
 - a. Work with community partners to develop training programs to identify potential outreach opportunities.
 - b. Develop and lead STEM camps, workshops and
 - c. Train faculty on implementing STEM into the curriculum.
 - d. Accountable for establishing STEM activities established at all NTCC campuses. This includes providing activities at the campuses to attract both students and community members to visit them and participate in activities at them.
 - e. Explore use of various training equipment to supplement/enhance students' skills.
 - f. Collaborates with the Director on the creation of STEM outreach schedules.
 - g. Ensures quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests.
 - h. Attends staff meetings and training sessions as prescribed.
 - i. Maintains inventory and maintenance of all STEM Mobile Laboratory equipment.
 - j. Collaborates the planning and operation of STEM events.
 - k. May be required to drive truck and Mobile Labs to events and campuses.
 - l. Perform other duties as assigned
3. Assist the Strategic Initiatives Division with various initiatives, programs and events.
4. Additional duties as assigned.

*This position is a full-time temporary position that is renewable each year during the duration of the DXC Higher Education Grant program.

Skills/Abilities/Knowledge:

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and

managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel.

Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships.

Excellent customer service skills. Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.) 3. Software Used: A variety of word processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS: Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.